

Professional Fundraiser Contract Summary Sheet

Check box for type of item being submitted and complete related information fields.

Contract

Contract type:

A - Consulting

B - Solicitation / Event (Also files Campaign Financial Statement)

To qualify as a Consulting contract, all of the following conditions must be met:

- the PFR must be retained by a charitable or religious organization for a fixed fee or rate that is not computed on the basis of funds raised or to be raised;
- the PFR does not solicit funds, assets or property, but must only plan, advise, consult, or prepare materials for a solicitation or fundraising event in Michigan;
- the PFR must not receive or control funds, assets, or property solicited in Michigan; and
- the PFR must not employ, procure, or engage any compensated person to solicit, receive, or control funds, assets, or property.

Expected End Date of Contract: _____

If Contract involves a special
event, complete the following:

Type of event: _____

Date of event: _____

Location: _____

Contract Addendum or Extension

Contract Termination

Date of termination: _____

Campaign Financial Statement

Has the charity reported other campaign costs and
signed the Campaign Financial Statement?

Yes

No

Campaign Financial Statements are to be provided within 90 days of the end of a campaign. If the campaign is continual in nature, a Campaign Financial Statement is to be provided annually.

Legal name of organization: _____

Name of Professional Fundraiser: _____

MICS Number or EIN: _____

If organization is not required to be licensed, state
reason: _____

MIFR Number: _____

Signature: _____

Print name: _____

Title: _____

Date: _____